

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Thursday, September 1, 2016 at 2:00 p.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director, Angi Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy; Bill Ehlenbeck, Manager-Parks and Trails; Joyce Fiacco, Land Resources & Parks Director; Becky Bell, Human Services & Health Director; Lynn Hron, Clerk of Courts; Sheila Drays, Division Manager Community Support Services; Stephanie Levenhagen, Nutrition and Transportation Program Manager; Kyle Gulya with von Briesen & Roper, S.C., County Labor Attorney.

Meeting called to order by Marsik at 2:00 p.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Approval of minutes from August 16, 2016 tabled to next meeting due to incorrect meeting date on agenda.

Eske stated that as part of the Carlson Dettmann Market Study there was a request for reconsideration of Labor Grade Placement for the Receptionist II position in the Clerk of Courts due to an increase in job responsibilities. Eske explained that currently the position is placed in grade two (2) with a recommendation to grade three (3). Hron provided details regarding the changes to the position. Hron suggested an effective date of January 1, 2017.

Motion by Duchac to approve the recommendation and place the Receptionist II position into the Labor Grade Structure at grade three (3) effective January 1, 2017. Second by Greshay. Motion carried.

Eske indicated that the Committee was sent the 2017 Health Insurance rates for Non-Public Safety Employees. Eske stated she updated the 2017 rates using the current Employer Contribution of 89.5%. Eske identified the lowest cost plan for Dodge County as Unity Community noting 2017 rates had nominal changes from 2016. Eske recommended to continue in 2017 with an employer contribution of 89.5% of the lowest cost plan. Mielke clarified that there are no recommended changes to the plan and no change in deductible.

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Motion by Schmidt continue the same Health Insurance plan for 2017 with an employer contribution of 89.5% of the premium of the lowest cost plan. Second by Greshay. Motion carried.

Eske presented the Committee with recommended changes to Policy #123 – Resignations and Discharges. Eske explained that the current policy only requires a two (2) week notice; however, there are certain positions that have been identified where a 30-day notice would be beneficial due to special projects and day-to-day duties. Eske stated that consequences for failing to give a 30-day notice for the identified positions included ineligible for rehire and forfeiture of sick payout as outlined in the Sick Leave Policy.

Motion by Greshay to approve the recommended changes to Policy #123 – Resignations and Discharges. Second by Frohling. Motion carried.

Eske presented the Committee with recommended changes to the Drivers Qualification Policy. Eske stated that the current policy was drafted in 1995 and is outdated and archaic. Eske stated she polled counterparts in other counties, created common themes and presented the proposed changes to Management Council. There was discussion regarding proof of insurance, violations, occupational licenses and liability. The policy changes were tabled for further review.

Eske presented a proposed 2017 Dodge County Miscellaneous Wage Schedule which combined the two previous Miscellaneous Wage Schedules into one. Eske explained that all Department Heads were contacted regarding recommendations to the wage schedule noting that there has not been an adjustment to the schedule since 2012. Ehlenbeck explained the proposed option for seasonal Land Resources & Parks employees. Ehlenbeck stated that traditionally there have been three annual steps, however, once the employee has been employed for three seasons they no longer receive increases. Ehlenbeck stated that the second option includes five annual steps with smaller increments between the steps allowing for an incentive to return each season without added costs. There was discussion regarding the proposed 2017 Dodge County Miscellaneous Wage Schedule.

Motion by Frohling to approve Option #2 for seasonal employees for Land Resources & Parks. Second by Schmidt. Motion carried.

Motion by Duchac to approved the proposed 2017 Dodge County Miscellaneous Wage Schedule. Second by Frohling. Motion carried.

Eske informed the Committee that the County Conservationist is on an extended leave of absence for an undetermined amount of time. Eske stated that in the interim, Jim Mielke has appointed John Bohonek the County Conservationist duties and proposes a \$300/pay period wage stipend effective August 22, 2016.

Motion by Schmidt to approve a \$300/pay period wage stipend for John Bohonek as interim County Conservationist effective August 22, 2016. Second by Frohling. Motion carried.

Mindemann provided an update regarding the Correctional Officer recruitment stating that 16 out of 36 applicants scheduled to test on August 31st actually tested. She indicated that 40 applicants are scheduled for a test on September 14th with another test scheduled for September 21st. Eske

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indicated that the removal of the Civil Service requirements has been a benefit to the speed at which the County is able to move candidates through the application process.

Eske introduced Attorney Kyle Gulya with von Briesen & Roper, S.C. as the County's new labor attorney.

Closed Session:

Motion by Greshay, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session was for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 2:40 p.m.

Open Session:

Motion by Duchac, second by Schmidt to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 3:59 p.m.

Mindemann presented two leave of absences for consideration both were for seasonal help with the Highway Department for a General Leave of Absence of more than three (3) days.

Motion by Greshay to approve both General Leave of Absences as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE - Aaron M. Miller, Counselor II – AODA, Human Services, \$20.51, DC06, ST01, 8/15/2016; Megan M. Terbeest, Social Worker I – CPS, Human Services, \$20.51, DC06, ST01, 9/01/16; Emily E. Novotny, Deputy Register of Deeds, Register of Deeds, \$16.42, DC03, ST05, 9/07/2016. RECLASSIFICATION - Carrie A. Lagerman, Payroll Coordinator, Finance, \$21.10, DC06, ST02, 8/06/2016. STEP INCREASE- Paula E. Mandel, Deputy Clerk of Courts , Clerk of Courts, \$19.52, DC04, ST07B, 10/17/2016; Brian D. Benson, County Patrol – East, Highway, \$19.52, DC04, ST07B, 10/07/2016; Jay A. Marquardt, County Patrol – West, Highway, \$22.37, DC04, ST13B, 10/08/2016; Bruce E. Von Rueden, County Patrol – West, Highway, \$22.61, DC04, ST14A, 10/12/2016; Matthew N. Nummerdor, Equipment Operator – West, Highway, \$19.12, DC05, ST02, 10/26/2016; Lori M. Fett, Office Manager, Highway, \$31.00, DC11, ST02, 10/12/2016; Bruce J. Boyd, State Patrol – East, Highway, \$22.85, DC04, ST14B, 11/12/2016; David N. Callies, Utility II / Truck Driver, Highway, \$22.37, DC04, ST13B, 10/22/2016; Ann M. Nagle, Counselor II – MH, Human Services, \$23.72, DC07, ST03, 9/29/2016; Patti L. Messenger-Evans, Customer Service Support Specialist, Human Services, \$13.18, DC02, ST02, 9/30/2016; Katherine K. Brady, Economic Support Specialist II, Human Services, \$20.18, DC05, ST04, 10/01/2016; Jacquelyn M. DeLaRosa, Economic Support Specialist Lead, Human Services, 21.68, DC06, ST03, 10/06/2016; Ashley R. Schabel, Economic Support Specialist, Human Services, \$19.12, DC05, ST02, 9/24/2016; Lindsay A. Kirchoff, Psychiatric Therapist II, Human Services, \$28.54, DC09, ST04, 9/11/2016; Jason E. Flanders, Psychiatric Therapist II, Human Services, \$27.04, DC09, ST02, 9/08/2016; Susan M. Neumann, RN Case Manager – Community Support, Human Services, \$31.67, DC08, ST12A, 7/29/2016; Gillian T. Kohlhoff, Social Worker II – CPS, Human Services, \$25.96, DC07, ST07A, 5/24/2016; Keli E. Ooms, Social Worker I – Juvenile Court, Human Services, \$21.10, DC06, ST02, 8/31/2016; Mark A.

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Bebel , HS Supervisor – CPS, Human Services, \$35.46, DC10, ST10B, 8/15/2016; Kimberly A. Kunz, HS Supervisor – CSP, Human Services, \$30.63, DC10, ST04, 8/04/2016; Susan A. Mueller , IT Trainer Social Media Coordinator, Information Technology, \$28.88, DC08, ST08A, 9/01/2016; Michael C. Canniff, Senior Land Surveyor, Land Resources and Parks, \$25.06, DC08, ST02, 8/31/2016; Mark M. Ketter, Corporal – Jail, Sheriff, \$25.78, DC06, ST10B, 10/03/2016; Kyle S. Opetz, Corporal – Jail, Sheriff, \$27.54, DC06, ST13B, 9/02/2016; Linda S. Thieme, Corporal – Jail, Sheriff, \$26.66, DC06, ST12A, 10/03/2016; Kendelle L. Bowe, Correctional Officer, Sheriff, \$23.63, DC05, ST11A, 9/15/2016; William J. Miller, Correctional Officer, Sheriff, \$25.22, DC05, ST14A, 09/02/2016; James J. Rhode, Correctional Officer, Sheriff, \$25.22, DC05, ST14A, 9/02/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None

HR Director's Report:

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: None

Eske notified the Committee that Stacy Van Buren, Human Resources Assistant I at Clearview has submitted a notice of resignation for a position with Beaver Dam School District. Eske stated that she plans to review the position and how it can be better utilized to assist in the Clearview HR function and may include a requirement for higher education and increased HR knowledge regarding leave of absences, attendance, and worker's compensation.

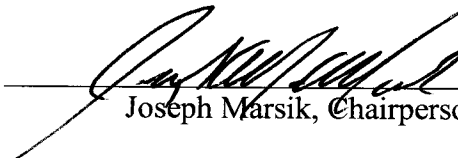
Eske updated the Committee on the Insurance and Benefits Coordinator recruitment and indicated an intention make an offer by the end of the day.

Future Agenda Items: Sheriff Sworn Union negotiations, minutes from the August 16, 2016 meeting, and Driver Qualification Policy.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **September 20, 2016 and October 4, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 4:06 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Thursday, September 1, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

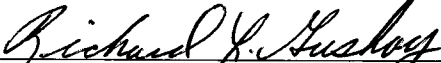
MEMBERS EXCUSED: None


ALSO PRESENT: Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Tonia Mindemann, Assistant Human Resources Director; Scott Smith, Chief Deputy; Kyle Gulya, Labor Attorney.

Motion by Greshay, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 2:40 p.m.

The Committee discussed negotiation strategies for collective bargaining.

Motion by Duchac, second by Schmidt to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 3:59 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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